



## CORRECTIONS AND REHABILITATION, DEPARTMENT OF CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

<b>DEPARTMENT:</b>	CORRECTIONS AND REHABILITATION, DEPARTMENT OF	<b>RELEASE DATE:</b>	Friday, May 28, 2010
<b>POSITION TITLE:</b>	CHIEF, HEADQUARTERS OPERATIONS	<b>FINAL FILING DATE:</b>	Wednesday, June 16, 2010
<b>CEA LEVEL:</b>	CEA 3	<b>EXTENDED FINAL FILING DATE:</b>	
<b>SALARY RANGE:</b>	\$ 8,594.00 - \$10,123.00 / Month	<b>BULLETIN ID:</b>	05262010_1

### POSITION DESCRIPTION

The Chief, Headquarters Operations manages and directs the Department's internal affairs headquarters investigations programs including Medical Care Intake, Medical Investigations, Deadly Force and Retaliation Investigation programs, and provides for centralized oversight of those investigations conducted in conjunction with departmental hiring authorities located within Headquarters. The Chief is responsible for general oversight, direction, evaluation, and coordination of the Department's Deadly Force Review Board, Central Intake Unit, Special Investigations Unit, Workers Compensation Fraud Investigations Unit, Computer Forensics Unit, Information Technology Unit, and Administrative Services Unit.

The Chief is also responsible for the ongoing implementation and monitoring of specific reforms to the California Department of Corrections and Rehabilitation (CDCR) investigative and disciplinary policies, processes, and procedures, as mandated by the federal lawsuit Madrid v. Schwarzenegger. The Madrid reforms included the reorganization of the Office of Internal Affairs (OIA), with the establishment of a Central Intake Unit to assess and monitor employee investigations, and the development of a comprehensive computerized case management system (CMS) to track and monitor investigation progress, maintain statutes, and extract statistical information.

The Chief is the principal policy maker, working with departmental stakeholders to evaluate, develop, and modify system-wide policies and procedures within acceptable law enforcement industry standards and in compliance with all laws, rules, and regulations of the Department Operations Manual, Penal Codes, labor agreements, the State Personnel Board, and the Department of Personnel Administration, and Madrid mandates.

The Chief oversees the functions of the Administrative Support Unit which include Budgets, Personnel, Payroll, Accounting, Training, and Contracts. Duties include, but are not limited to:

- Ensure ongoing compliance with Madrid mandates through formulation and implementation of

policies and procedures to maintain consistent evaluation of allegations of employee misconduct, appropriate assignment of cases, standardization of investigative procedures pursuant to law enforcement industry standards, timeliness of statutes of limitation, enforcement of mandated training to all agents, and reporting on and accounting for the status, findings, and outcomes of all OIA investigations.

- Fiscal oversight of OIA's operational budget, including the Headquarters office and the three Regional Internal Affairs offices. Deny and/or approve requests for equipment allocations and expenditures, in-service/out-service training requests, and personnel actions (reclassifying, filling vacant positions, etc.) Advise and recommend to the Assistant Secretary the implementation of fiscal constraints necessary to control personnel and operating expenses to maintain a balanced budget and ensure budgetary funding availability to carry out the investigative process. Direct the implementation of approved fiscal constraints, and through review and approval of proposed expenditures and hiring, ensure compliance with approved constraints. Advise and inform the Assistant Secretary of potential impacts to program operations that compromise OIA's ability to maintain staffing levels that ensure investigations are processed and completed in compliance with Madrid.
- Supervision of two Special Agents-in-Charge and exercise authority over 52 office staff dedicated to OIA's headquarters investigations programs including Medical Care Intake, Medical Investigations, Deadly Force and Retaliation Investigation Program, Central Intake Unit, Special Investigations Unit, Workers Compensation Fraud Investigations Unit, Computer Forensics Unit, Information Technology Unit, and Administrative Services Unit.
- Serve as a top advisor to Department management on employee investigation issues; oversee investigations into allegations of employee misconduct, administrative, criminal and discrimination related issues. Update the Deputy Secretary of Internal Affairs on matters for outside investigation as well as criminal prosecution. Provide general oversight and coordination of the Department's Deadly Force Investigative Team and Deadly Force Review Board.
- Establish guidelines, priorities and management systems to ensure an efficient and effective investigative operation; develop policies and procedures as they relate to employee misconduct investigations; evaluate the impact of laws, rules and court decisions on the investigative process; and, identify and recommend changes to departmental policies which may contribute to situations where misconduct has occurred.
- Oversee the OIA training program and availability of training to meet industry standards and maintain system-wide compliance with the Madrid lawsuit, Penal Code, and CDCR policy.
- Develop indicators for and identify high risk employees, institutions and program areas within the Department; apprise Department management of potential legal liabilities incurred as a result of inconsistent and/or inappropriate application of laws, policies, procedures, etc.; testify in state and federal court and before the Legislature regarding the Department's internal affairs process; identify proposed changes in MOU's, laws and rules relative to employee misconduct, internal affairs and retaliation investigations.
- Participate in the development, implementation and evaluation of the departmental strategic and operational plans; serve as liaison to and maintain effective working relationships with federal, state and local law enforcement and prosecutorial agencies.

## MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

**Either I**

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

**Or II**

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

**Or III**

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

**Or IV**

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

**SPECIAL REQUIREMENTS**

The Chief, Headquarters Operations, Office of Internal Affairs, CEA Level 3 is a peace officer position; therefore, applicants are subject to meeting all requirements for a peace officer.

**PEACE OFFICER REQUIREMENTS:**

**Citizenship Requirement:** Pursuant to Government Code Section 1031(a), in order to be a peace officer, a person must be either a U.S. citizen or a permanent resident alien who is eligible for and has applied for U.S. Citizenship. Any permanent resident alien who is employed as a peace officer shall be disqualified from holding that position if his/her application for citizenship is denied.

**Felony Disqualification:** Pursuant to Government Code Section 1029, persons convicted of a felony are disqualified from employment as peace officers except as provided under Welfare and Institutions Code, Division 2, Chapter 3, Article 8, Section 1179(b), or Division 2.5, Chapter 1, Article 4, Section 1772(b). Except as provided for by these statutes, persons convicted of a felony are not eligible to compete for, or be appointed to, positions in this class.

**Firearm Conviction Disqualification:** Anyone who is restricted for employment-related purposes from accessing, possessing, carrying, receiving, or having under his/her control a firearm or ammunition under all applicable State or Federal Laws is ineligible for appointment to any position in this classification.

**Age Limitation – minimum age for appointment:** 21 years (Applicants must state birth date on application).

**Background Investigation:** Pursuant to Government Code Section 1029.1, persons successful in peace officer examinations shall be required to undergo a thorough background investigation prior to appointment. Persons who have previously undergone a Department of Corrections or California Youth Authority background investigation may be required to undergo only a partial background investigation.

**Medical Requirement:** Pursuant to Government Code Section 1031, persons appointed to a peace

officer class shall undergo a medical examination to determine that he or she can perform the essential functions of the job safely and effectively.

Training Requirements: Under provisions of Penal Code Section 832, successful completion of a training course in laws of arrest, search and seizure, and in firearms and chemical agents is a requirement for permanent status in this classification.

## **KNOWLEDGE AND ABILITIES**

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

**CEA Level 1.** Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

**CEA Levels 2 and 3.** Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

**CEA Levels 4 and 5.** Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and

methods of providing those professional services. Primary examples are medical doctors and attorneys.

### **DESIRABLE QUALIFICATION(S)**

1. Demonstrated leadership, flexibility, and judgment in managerial and program administration, budget management, and accountability necessary to perform in the capacity of a Chief.
2. Experience and knowledge in law enforcement and investigation operations; in all aspects of the investigative process; and the applicable rules, laws, and regulations.
3. Experience and knowledge in specific law enforcement internal affairs investigative processes such as Government Code (GC) Section 3300 (Peace Officers' Bill of Rights), GC 3500 (Meyers-Millias-Brown Act) and collective bargaining issues related to investigation of public employees, Madrid and Plata federal court reforms for the Department of Corrections and Rehabilitation's internal affairs investigation and discipline process, and Use-of-Force doctrines inside penal institutions and in the public domain.
4. Experience in providing executive level advice and consultation to statewide and local governmental officials regarding the internal affairs investigative process.
5. Ability to develop cooperative working relationships; communicate effectively, both orally and in writing; and represent the Department with federal, state, and local law enforcement and criminal justice agencies, to develop policies, procedures, and programs affecting law enforcement, departmental security, and investigations involving inmates, wards, and departmental employees.
6. Experience in personnel management and leadership which demonstrates the ability to plan, organize, and direct multidisciplinary staff; knowledge of appropriate techniques in the areas of establishing partnerships, customer service, training, motivating staff, recognition, and progressive discipline; and a manager's role in contributing to and achieving an equal employment opportunity workplace.
7. Ability to analyze complex problems and recommend effective courses of action; make independent, sound, ethical decisions regarding highly sensitive matters; and maintain confidentiality.
8. Demonstrated broad administrative or program manager experience with substantial participation in the formulation, implementation, operation, and/or evaluation of program policies and procedures in areas related to, but not limited to, law enforcement, departmental security and investigations involving inmates, wards and departmental employees.

Supervisory/administrative experience in a managerial capacity at least equivalent to a Staff Services Manager III, Correctional Administrator, Department of Corrections, Deputy Regional Administrator, Youth Authority Administrator, or Juvenile Regional Administrator, including the implementation and/or evaluation of program policies. Experience which shall have demonstrated the ability to communicate with legislators, local governmental jurisdictions, and community and civic leaders. Experience in the development and implementation of policies and procedures.

### **EXAMINATION INFORMATION**

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **CHIEF, HEADQUARTERS OPERATIONS**, with the **CORRECTIONS AND REHABILITATION**,



**DEPARTMENT OF** . Applications will be retained for twelve months.

*The results of this examination will be used only to fill this position.*

This examination will consist of a review by an executive screening committee of the candidates' Statement of Qualifications that describes their experience, knowledge, and abilities as they relate to the desirable qualifications identified in the bulletin, using predetermined evaluation criteria. In order to be successful in this examination, a minimum rating of 70 percent must be attained. Each candidate will be notified in writing of the examination results.

## **FILING INSTRUCTIONS**

### **Interested applicants must submit:**

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than four pages in length, and no less than size 12 font.
- Resumes do not take the place of the Statement of Qualifications.
- The desirable qualifications **MUST** be addressed and numbered in the same order as is listed.
- Information regarding the completion of a "Statement of Qualifications" may be obtained via the CDCR internet website at:  
[www.cdcr.ca.gov/Career\\_Opportunities/HR/OPS/Exams/Exams\\_Executive/index.html](http://www.cdcr.ca.gov/Career_Opportunities/HR/OPS/Exams/Exams_Executive/index.html)

### **Applications must be submitted by the final filing date to:**

CORRECTIONS AND REHABILITATION, DEPARTMENT OF , OFFICE OF EXECUTIVE  
APPOINTMENTS  
1515 S STREET, 108N, SACRAMENTO, CA 95811  
CALEEN ALLEN | (916) 327-8017 | [caleen.allen@cdcr.ca.gov](mailto:caleen.allen@cdcr.ca.gov)

## **ADDITIONAL INFORMATION**

\*The monthly salary may include a pay differential. The amount of the differential is not subject to PERS retirement provisions during the first 12-consecutive pay periods of employment. The pay differential does become subject to PERS retirement provisions beginning the 13th month of consecutive employment.

**\*\*POSITION IS PENDING CONTROL AGENCIES' APPROVAL**

## **SPECIAL TESTING**

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

## **GENERAL INFORMATION**

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to

their scores.

The CORRECTIONS AND REHABILITATION, DEPARTMENT OF reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

**Class specs:** <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>